



Snow and Ice Response Procedure

The Arts University College at Bournemouth will endeavour to provide a complete and uninterrupted service to all of its staff and students throughout the year where reasonably practicable. However during the winter months the UK does experience severe winter weather conditions including extreme low temperatures and occasional heavy snowfall.

In addition, the University College operates residential accommodation which must be maintained. To this end it will be the aim of the University College to continue to provide these services in all weather conditions, including periods when there may be extreme ice and snow either at the Halls of Residence on Campus East and West House, and Bourne Chambers in Bournemouth Town Centre.

It is the policy of the Facilities Section to maintain access to the campus as far as is reasonably practical. Although every effort will be made to ensure that building entrances, footpaths and access roads are kept clear, it must be appreciated that should the temperature fall below -8 degrees Celsius, even salt is ineffective at preventing ice build-up.

The Senior Facilities Technician will:

- maintain a rolling 5-day weather forecast from November to April.
- advise the Head of Facilities when there is the likelihood of a heavy snowfall that could affect the University College.
- Check stores of salt regularly and ensure that the salt bins are full and salt stock levels are appropriate for the prevailing weather conditions.
- Ensure that when the 5-day weather forecast indicates snow that the appropriate mechanical plant is procured and made ready for use.

Although weather forecasts cannot be relied upon for guaranteed accuracy, this will serve to give some degree of assistance in planning manpower to carry out any necessary clearance when snow or below zero temperatures are forecast. This task will take precedence over most other Facilities activity planned for those days when snow or ice is on the ground.

The Senior Facilities Technician will forward the weather warning to the following senior staff or their nominated deputy:

- Deputy Principal
- Head of Facilities
- Head of Marketing
- Estates Manager

The Facilities Technicians and support staff will endeavour to start salting and clearing roads and paths by 6:30 am Monday to Friday but this will depend upon how successful they are at arriving at the campus in extreme weather conditions.

The salting/gritting of University Fern Barrow and Wallisdown Road is by Poole Borough Council and this will be carried out in accordance with Poole Borough Council Policies and Procedures on clearing roads.

Despite the best endeavours of the Facilities Team, no guarantee can be given that roads/footpaths will always be completely clear of ice or snow because:

- It takes time for the salt to become effective after roads and paths are salted.
- Rain can wash salt off roads and paths, leaving them prone to re-icing.
- In severe cold weather (below -8°C) even salt will not prevent roads and paths from icing up.

If a frost follows rain, salting will normally start after the rain has stopped to avoid salt being washed away. Temperatures may fall by as much as 5°C per hour and the wet roads and paths may well freeze before it is possible to salt them.

Therefore Staff, Students and Visitors are always requested to exercise a common sense approach to ensuring appropriate footwear and clothing is worn in and care taken when accessing and leaving the campus in extreme cold weather conditions.

The Facilities Team will be equipped with:

- Snow shovels
- Supplies of rock salt
- Ice melt in tubs with a scoop
- Appropriate protective clothing for facilities staff

Method of Clearance

- Remove ice and snow using shovel. Brooms will not be used as they cause surfaces to become slippery and neither will hot water be applied as it can refreeze and increase the hazard.
- Apply rock salt, or equivalent, to melt any remaining traces of ice. This should be applied sparingly near to entrances as it can be corrosive to the fabric of buildings.
- If further snow falls, then pathways will be re-cleared and re-salted.

IN THE EVENT OF EXCEPTIONALLY SEVERE WEATHER CONDITIONS

- If there is a heavy fall of snow overnight, The Senior Facilities Technician will contact the on-call Head of Facilities at 6:00 am, who will discuss the conditions.
- The Head of Facilities will discuss the situation with the Deputy Principal, the Estates Manager and Head of Marketing (or their nominated deputy) to allow appropriate communications to be made.
- The University College's policy is that
 - (i) the University College will not normally close;
 - (ii) all staff should attempt to get to work if it is possible and safe to do so;
 - (iii) staff and students are responsible for their own safety in travelling to and from the campus and are asked to make a prudent assessment of the risks;
 - (iv) staff who are unable to get to work must communicate the reasons for this to their line manager.
- Any decision on campus closure will be communicated via line managers, using the communication cascade, and all staff should consult the AUCB website for announcements.
- Students will be alerted by the Director of Academic Services through an all-student email and they should check the AUCB website and Blackboard for information updates.

- A decision will be taken whether to implement the Business Continuity Plan.
- Insofar as it is able, the Head of Marketing will publish information about local weather conditions on the University College web site/intranet or via e-mail.

Should exceptionally severe weather conditions develop during a normal working day, a decision will again be taken as to whether to implement the Business Continuity Plan. In addition, an email announcement will advise all staff and students on campus whether they may leave site at a time earlier than that of a normal working day. The Head of Facilities will ensure that volunteer staff are available to maintain essential engineering and residential services.

Richard Guppy
Head of Facilities